# NATIONAL SUMMIT ON HUMAN TRAFFICKING AND THE STATE COURTS
# TRAVEL REIMBURSEMENT REQUEST

**The New York State Unified Court System will reimburse travel expenses related to your attendance at the conference.**

**New York State Judges, Justices and non-judicial employees:**
Submit a travel expense report to the appropriate administrative office for processing. Reimbursement of travel related expense shall be governed by the established UCS rates and travel rules in effect at the time of the conference.

**All other attendees:**
Complete and submit the attached reimbursement request form along with the required supporting documentation at the conclusion of the trip. Reimbursement of travel related expense shall be governed by the established federal GSA rates and travel rules in effect at the time of the conference. Please refer to the GSA web site for further information: http://www.gsa.gov/portal/category/104711.

The completed form may be scanned and submitted via e-mail to: Grants_Contracts_Invoices@nycourts.gov

**Or** submitted via regular mail to:

NYS Unified Court System
Office of Court Administration
Division of Professional and Court Services
2500 Pond View, Suite 104
Castleton-on-Hudson, NY, 12033
Attention: Janelle Pitaniello

**Lodging**
Lodging expenses for the nights of October 7th and 8th will be paid by the conference sponsors on a master bill. Reservations for these nights must be made through the Marriott Passkey web site: https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=13883986.

Expenses for nights at the hotel other than October 7th and 8th are the sole responsibility of the guest. If you wish to extend your stay, you can include the additional nights and pay for those with your credit card. (A limited number of rooms are available at the conference rate of $309 + tax per night for the evenings of October 4thand 5th and October 9th, 10th and 11th).

**Meals and Incidentals**
Meals and incidental expenses (M&IE) incurred while on travel status will be reimbursed using the prevailing federal GSA per diem rates for New York City. Receipts are not required for expenses included in the M&IE category. On the first and last travel day, conference participants are eligible for 75 percent of the total M&IE rate. Meals provided at the conference are not reimbursable and must be subtracted from the requested reimbursement. Further instruction on this subject can be found on the M&IE page of the GSA web site: http://www.gsa.gov/portal/content/101518.

**Transportation Expenses**
- Receipts, boarding passes or ticket stubs are required for reimbursement of air, train, bus, and taxi travel.
- Personal automobile mileage: Submit documentation of the number of miles driven (such as a Google Maps printout). Mileage to and from the airport (or train station) will be reimbursed at the prevailing federal rate.
- Receipts (or EZ-Pass statements) are required to reimburse tolls.
- Parking: Receipts are required to reimburse parking expenses. Because of the high cost of parking, participants are discouraged from driving into New York City. Parking at airports or the like will be reimbursed.
- Rental car expenses will not be reimbursed.

# NATIONAL SUMMIT ON HUMAN TRAFFICKING AND THE STATE COURTS
# TRAVEL REIMBURSEMENT REQUEST

Name: _____

Address: _____

City, State, Zip: _____

Email Address: _____

Telephone Number: (_____) _____

Date Travel Started: _____ Date Travel Ended: _____

Per Diem:
Maximum amounts are shown below. Please adjust amounts if not attending the full conference.

October 7 (first day per diem @ 75% of $71):.....$_____

October 8 ($71 - $12 breakfast and $18 lunch provided): .....$_____

October 9 (last day per diem @ 75% of $71 - $12 breakfast provided):.....$_____

**A. PER DIEM SUB TOTAL ..... $_____**

Transportation:
Please list all reimbursable expenses below (attach supporting documentation)

Airfare/Train.....$_____

Ground transportation.....$_____

Parking .....$_____

Mileage _____Miles @ $0.575 per mile = .....$_____

**B. TRANSPORATION SUB TOTAL..... $_____**

**TOTAL AMOUNT TO BE REIMBURSED (A + B) ..... $_____**